

English Courses User manual for admins and teachers



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Introduction of Holmwood's Online Learning

This manual explains briefly the most important aspects of the online courses English Premium, Chinese Premium and Holmwood's Essentials.

Use of terms

English Premium

Holmwood's English Premium allows students to learn independently at their own speed and level, yet still taking an active part in class activities. This new <u>English course</u> has been specially developed for primary and secondary education with a seamless transition between schools.

Chinese Premium

Holmwood's online <u>Chinese course</u> is full of authentic Chinese text and dialogue with special attention to learning characters, pinyin and pronunciation. With this course students can not only study at school, but also independently at home.

English Essentials

With English Essentials we provide a wide range of study materials for students of all different abilities and levels. Students can practice English at their own level and pace, either at school or at home.

Student

A student / pupil / any person who uses the program to learn English

Teacher

A teacher / trainer / any person who manages a class of students

School admin

Any person who has full control of Holmwood's at entire school level, including the function of adding students, teachers and other admins.

Support, FAQ's and contact

If you have questions, please contact <u>support@holmwoods.eu</u> or via the contact form on the website.

How to set up and use a school account (for all courses)

Setting up a new school starts with creating an account. If you already have a school admin account you can go straight to "<u>Creating an import list</u>" on page 9. If you do not yet have a school account you should browse to <u>http://www.teflresources.eu</u> and fill in the registration form at the bottom of the page.

Notes:

You can change your language at the bottom right of the screen.

Holmwood's websites require secure modern browsers. If you have problems with displaying the website, please check your browser on <u>https://learning.holmwoods.eu/About/Device</u>. We recommend using Google Chrome, Mozilla Firefox or Internet Explorer 11 or newer. Apple Safari is not supported because of restrictions on audio recording from the browser.

Navigation Menus

There are two main menus for navigating. The top menu which is always present and the left menu in green, which is present in combination with the "Manage" menu on the top menu bar and the "Results" page.



The Top Menu

Home

From home you can navigate to other areas and also view useful information.

Teach

From the teach menu you can:

- Browse teacher only content (Premium)
- Download worksheets and teacher guides (Premium)
- Browse student content
- Change settings directly related to the courses
- View students' results. Results are shown in various forms depending on the course. For more information go to:
 - o Essentials Results
 - o <u>Premium Results</u>

Manage

The manage menu is used for any non-course specific changes. So for adding students, teachers, classes, locations, and assigning subscriptions.

Help

In the help section you can find answers to frequently asked questions. Also, we provide useful information on updates and new features through this section.

Adding students

The quickest way to add students is <u>to import a list</u> using an Excel file or a .csv file. It is also possible to add students manually.

Adding students manually

To do this click on "Students" and then "Manually create a new user account".

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Personnel 🛛 Send e-mail with login details and instructions to user	Substantiations	subscriptions Synchronization Gamet	Subscriptions Synchronization Your school	Personnel	Send e-mail with login details a	ind instructions to user	
	Cancel Substative	Synchronization	Synchronization Your school	Subscriptions		Cancel Submit	
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Students Confirm password Personnel Send e-mail with login details and instructions to user	Carce Subta		Your school	Console Locations Classes Students Personnel Subscriptions Subscriptions	Student ID E-mail address Password Confirm password Send e-mail with login details a	786544 wimkok@test.edu ind instructions to user Cancel Submit	
전 김 사장은 이번 이 가지 않는 것이 같은 것이 같은 것이 같은 것이 같이 있는 것이 없다. 것이 같이 있는 것이 없는 것이 없 않는 것이 없는 것이 않는 것이 없는 것이 없 않는 것이 없는 것이 없 않는 것이 없는 것이 것이 것이 않아? 않아? 것이 같이 것이 없는 것이 없이 않이 않 않이	Cancel Submit →	Synchronization	Synchronization Your school	Subscriptions		Cancel Submit →	
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Complete the form. Select a class from the drop down menu. A student may be in more than one class. For example one class may have a subscription to English Essentials and another class may have a subscription to Chinese Premium.

These fields are compulsory:

- First Name
- Last Name
- Class
- Email address

Once you have completed the form, click on "Submit".

A confirmation screen will appear with the option to add another user (top right).

:) Message: The changes were succe	essfully saved		CLICK TO DISMISS
	Simon de Gaul	t credentials	Add another user
qschool@holmwo ■ Account 【+ Log off	Personal details First Name Other name Last name Social Security Number	Simon de Gaul	
Navigate console Locations	Login details Student ID E-mail address	7698.24 sdegaul@hoimwoods.eu	
Classes Students Personnel Subscriptions	classes sv8 Settings		٢
Your school			
Subscriptions English Premium August 4, "14 - October 4, "14 English Essentials August 4, "14 - October 4, "14			

If you click the arrow level with the "Settings" You will see the default settings for this user. You cannot make changes from this page. To make changes you will need to navigate to "<u>course</u> <u>settings</u>".

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	Simon de Gaul Back Edit Delete Edit cre	dentials			
qschool@holmwo Account Logoff	Personal details First Name Other name Last name Social Security Number	Simon de Gaul			
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Adding students using a list

Creating an import list

If your school has an electronic student management system, it is probable that it has an export function. Ask the administrator to provide you with an export with the following fields.

- Student School Number or School ID
- First Name
- Other Name
- Last Name
- Class
- Email address
- Password
- Location

Notes

- The fields in **bold letters** are compulsory. You will not be able to add the students unless these fields are completed.
- Please do not put First Name and Last Name in one field. It will not work!
- Each email address must be unique. Email addresses are used as usernames and to inform students of deadlines set by teachers. They are not passed on to third parties. Please see Holmwood's privacy policy.
- You may add a unique synchronization number. This is used when students change from one school to another. If you want to use synchronization numbers, please contact support@holmwoods.eu.
- All classes entered in the import file will be created automatically by the system
- All locations entered in the import file will be created automatically by the system.
- If you do not add a password, a password will be automatically created.
- Do not leave empty lines between entries

If you do not have an electronic management system and only have a small school, it is advisable to create your own Excel list with the details as given above. This document remains a handy record of students' usernames and passwords.

The list should be saved as .xlsx, .xls or .csv

Example import List

	National								
1	Student ID	Student School ID	First Name (Cor	Other name	Last name (Comp	Class (Con	Email address (Compulsory)	Password	Location
2	H10001001	21210001	Albert		Achterberg	2HA	12AA@demoschool.nl	JHGjhg87	Den Haag
3	H10001002	21210002	Piet	de	Groot	2HA	12PDG@demoschool.nl	TGr56TGr	Den Haag
4	H10001003	21210003	Johan	van	Dam	2HA	12JVD@demoschool.nl	NBYt786	Den Haag
5	H10001004	21210004	Achmed		Bland	2HA	12AB@demoschool.nl	NB7Gf54	Den Haag

Importing Students

Once you have the import list and you are confident that it is completed correctly, click on "Students". Then click on "Import a file with exported user details".

Holmwoods	Home	🙆 Teach	🕲 Results	O Mailbox	🛞 Manage	-
Lucations Cansole Locations Classes Students Personnel Subscriptions Your school Manager Subscriptions Subscriptions English Fremium August 4, '14: October 4, '14	Students Seen Lare, inder it, or e-hal address Quick links Dowe student its New students Manually create a new usier account timent a file with asperted user details	Sert				
https://hohmsoods-edge.aturesebokes.net/Manage/import						k

This page provides you with information about importing.

import students - Holmmood's Divine Learning - M	Holmwooas	0	Home 🙆 Teach	Results	O Mailbox	🛞 Manage	+	
	Censule Con	<section-header><section-header><text><section-header><section-header><list-item><list-item><list-item><list-item><list-item><section-header><section-header><section-header></section-header></section-header></section-header></list-item></list-item></list-item></list-item></list-item></section-header></section-header></text></section-header></section-header>	users very quckly using an (generate such a file. type: or *Joha) *.csv or *,bxt) luded in the exported file: such as: quired if you're transferring h of 5 characters) of no pass zire doing, send us your file	Excel or CSV (Comm students from othe woord is included, or at import@holmwo	ia Separated Values) r schools) ie wil be automatica ods.eu and we'll do i	file Mary ily generated t for you.		
								k



Select the Excel or .csv file. Match the columns with the fields where necessary and click "next"

You can choose whether or not you want to send students an email with their login details, whether or not to reset passwords of existing user accounts and whether or not to remove existing students from their old classes. Select the options you require and click "start import"



You will see a status bar showing the progress of the import. This can take up to 30 minutes depending on the amount of students. For small schools with less than 500 students the process should take less than 10 minutes. Please do not navigate away from the page during import.

Holmwood's	🔕 Home	🙆 Teach 🕲 Results	O Mailbox	🛞 Manage	-	-
	Your file is being proc A couple of Holmbots have been dispatched to Depending on the number of records in your	to process your file and create user file, this could take upto several mi	accounts. inutes.			
thenewschool@ho						
EB Account F- Los off						
		Status: Queued				
Navigate						
Console						
Locations						
Classes						
Personnel						
Subscriptions						
						ľ
Your school						
thenewschool@holmwoods.eu						
Subscriptions						
English Premium						
August 4, '14 - October 4, '14						

Once the file has been imported the results will be shown.

	User import result The users from the file you uploaded have been imported.	
consule Locators Classes Students Personnel	Here's an overview of what we managed to get out of the file you uploaded. 12 0 0 NEW USER ACCOUNTS DUSTING ACCOUNTS UPDATED ERRORS Import overview An Excel report has been created for you with the result of the import process. This file also contains the login details of all the users.	
Subscriptions Your school digithalimwoods.eu		

You can download an import overview which will give details of any errors that have occurred and well as providing a record of the students' details including usernames and passwords.

	А	В	С	D	E	F	G	н	1	J	К	L	*
1	User Import Sum	mary											
2	Date:	2014-08-04											
3													
4	First name	Other name	Last name	Class	Username	Password	Status						
5	Albert		Achterberg	2HA	12AA@demoschool.nl	JHGjhg87	Created						
6	Piet	de	Groot	2HA	12PDG@demoschool.nl	TGr56TGr	Created						
7	Johan	van	Dam	2HA	12JVD@demoschool.nl	NBYt786	Created						
8	Achmed		Bland	2HA	12AB@demoschool.nl	NB7Gf54	Created						
9	Susan		Dupont	FCE	12SD@demoschool.nl	rxsToGKF	Created						
10	Rachel		Crab	FCE	12RC@demoschool.nl	9srpKZGJ	Created						
11	Guy	ëÈÇ	Тор	FCE	12GT@demoschool.nl	Rwrcn40S	Created						
12	Lukas		Smit	5VB	12LS@demoschool.nl	v5cny7P6	Created						
13	Pablo	dé	Alvarez	5VB	12PDA@demoschool.nl	NB786fr\$	Created						
14	Ami		Dovaka	5VB	12AD@demoschool.nl	Ztpy01oB	Created						
15	Yvonne		Fong	5VB	12YF@demoschool.nl	M6b7AzGx	Created						
16	Arthur	van	Ariesen	5VB	12AVA@demoschool.nl	kO2ee7Bk	Created						
17													
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20													
21													w
	> Import summary (+)						1				00 00 00		Þ
READY													100%

Synchronisation of existing student accounts

If existing student accounts should be updated, e.g. moved to another class, you can include their extisting details in the import list and insert the new class they should be in. During the import process, the system will check and update the existing accounts and automatically move users to the correct class.

The system checks for the following details. At least one of these details should be identical in the system and the import list in order to update the existing accounts.

- 1. Username (email address)
- 2. Synchronization number
- 3. Student ID

Assigning/replacing students to classes

If you have student who haven't yet been assigned to a class or have to be replaced to another class, go to "Students" in the left green menu and click "Browse student list". Select the students you want to assign to a class/replace to another class. Click "Move", select a class from the drop down menu and click "OK".

To see student accounts that are not linked to any class, go to "Unassigned students" on the "Students" page.



Removing student accounts

You can remove student accounts from the student list. Go to "Students" in the green menu on the left and click "Browse student list". Select the student accounts you wish to remove and click "Delete".

Note: When you delete a student account, all information will be removed. This cannot be undone. Therefore, please only delete student accounts you are sure will not be used in the future!

Reset passwords

If you want, you can reset the passwords for an entire class or even the entire school with just one click. To do this, choose "Reset passwords" on the "Students" page. Choose the classes you want to reset the passwords for, choose whether or not you want to notify students about their new login details and click "Submit". A download with the new login details will be offered to you.

Assigning subscriptions to classes

Once your students have been imported the next step is to assign subscriptions to classes. The classes have already been created in the import process.

Plater blow - Holmeroods Chine Leening - Kon al references Holmeroods statement	🚫 Home 🙆 Teach 😰 Results	Mailbox 😵 Manage
Α	Your subscriptions Below is an overview of your organization's current subscriptions.	
qschool@holmwo	English Premium	ADMINISTRATOR
C- Log off	August 4, 2014 - October 4, 2014 USERS	SUBSCHIPTION ID 94
Navigate console	0 / 100 Ø Manage classes in subscription Ø Request subscription extension	Active
Locations Classes	English Essentials	
Students Personnel	DURATION August 4, 2014 - October 4, 2014	ADMINISTRATOR SUBSCRIPTION ID
Subscriptions	USERS 0 / 100	STATUS Active
Your school	Manage classes in subscription Bequest subscription extension	
Subscriptions	There may be more curriculums or modules available for you. Sign up for more materials \rightarrow	
English Premium August 4, 114 - October 4, 114		
English Essentials August 4. '14 - October 4. '14		

Using the green menu on the left side navigate to "Subscriptions"

Here you can see an overview of subscriptions. Here you can see that both English Premium and Essentials are available.

By the subscription you wish to use, click on "Manage classes in subscription"

Click on the class on the right side (in grey) which you want to be in the subscription.



In this case we have chosen 2HA to be in the English Premium subscription. Classes 5VB and FCE will not have access to English Premium.

By clicking the back button, or on "Subscriptions" in the green left menu, you will return to the main subscription page where you can assign more classes or make changes. We will now add classes to the Essential subscription. Click on "Manage classes in subscription" in the Essential area and then click on the classes you want to add to Essentials. We have added 5VB and FCE. If you click on the classes again, they will be taken out of the subscription.

Manage subscription - Halmacool's Online Learning	Holmwooas	🔿 Home 🙆 Teach 🕲 Results 🔘 Mailbox 😢 Manage	×
	Account Console Locators Cusses Students Personnel Subsorptions	English Essentials Supervised states and the subscription to make the course available to students. You can only add classes as long as you don't exceed you subscription's user allowance-br //-Cluck a class to ado or remove it.	
	Your school 🎄 qschool8hotmwoods.eu		
	Subscriptions English Premium August 4, 14: October 4, 14 English Essentials August 4, 14 - October 4, 114		

Students are now able to use Holmwood's. **Note:** Unless settings are changed students will start with an assessment test. If you want students to start at a fixed level, you should change the <u>course settings</u>.

Adding classes manually

It is possible to add a new class manually. Go to "Classes" in the green menu on the left and choose "New class". Enter the class name, choose a subscription to assign the class to, assign teachers to the class and click "Submit".

Holmwoods		🕤 Home 👩 Teach	O Mailbox	🛞 Manage	lelp Help	
	Edit class ← Back					
Marijn de	Name	Premium Class				
Testdocent	Location	Test City				
CE Account	Subscriptions	English Essentials				
- Log off	Teachers	Select	. 0			
		Add another teacher				
Navigate		Cancel Subr	n8+ 1			
Console						
Locations						
Classes						
Students						
Personnel						
Subscriptions						
Synchronization						

Adding teachers

To add a teacher to the system click on "Personnel" in the left green menu bar.

Holmwood's	🔕 Home 🙆 Teach 🕲 Results 🔘 Mailbox 😣 Manage
	Personnel Add user Filter
qschool@holmwo	Here's an overview of all the personnel user accounts linked to your institution. These accounts have elevated priviliges and administrative access. Use the "filter" option to show specific user types.
Account	Keep in mind that a schooladmin is also a teacher and a manager.
- Log off	qschool@holmwoods.eu
Navigate	
Consile	= Previous Next ==
Locations	
Classes	
Students	
Personnel	
Subscriptions	
Your school	
🏤 eschool@holmwoods.eu	
Subscriptions	
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August 4, '14 - October 4, '14	

Click "Add user" and fill in the form and select the role as "Teacher".

Holmwoods	🐼 Home	🙆 Teach 🙆 Results	🔘 Mailbox 😵	Manage
Conste C	Add user	I the new user.		

Click "Submit" when the form is complete and your new teacher has been added.

It is now necessary to assign the teacher to a class or classes.

Assigning teachers to classes and changing class location

Navigate to "Classes" via the green left menu and open up the class you want to assign a teacher to.

Martin de	Cla • Ner	ISSES Filter by loc	ation: Select	Search:	Search	
Testdocent		Name	Location	Teachers		
CE Account		Groep 8	Test City	Marijn de Testdocent	Open -+	
- Log off	-	Add preta 1 Delete	Assign teacher			
Console Locations Classes Students Personnel Subscription Synchronization						
Your school						
🛔 Holmwood's Test School						
ATA Groen 8						

To add a teacher, go to "Edit", click "Add another teacher" and select the teacher you want to assign the class to. Finally click "Submit".

It is also possible to change the class location from this screen. Select the location and then click "Submit".

Holmwoodi	0	Home 🙆 Teach 🙆 Resu	lts 🔘 Mailbox 😵	Manage 🞯 Help	
6	Edit clas	55			
Mar Testo	ijn de _{Name} docent Location	Groep 8			
account	Teachers	Maran de Testidocent	. 0		
- Log off		Add another teacher	Submit		
Navigate					
Console					
Locations					
Classes					
Students					
Personnes Substations					
Synchronization					
Your scho	bol				
💼 Holmwood	's Test School				
📇 Groep 8					

Using Holmwood's as a Teacher

Logging in

You can log into Holmwood's at <u>https://learning.holmwoods.eu</u>.

You will already have received an email from us or your school administrator with your username and password.

tolmwood's		Inloggen	Registreren
	Inloggen		
	Gebruikersnaam		
	Wachtwoord		
	inloggen →		
	Heb je geen toegang tot je profiel?		
	Don't you have an account yet? Why don't you take a minute to sign up for free.		
	Create a new account →		⊨
		0	
		10	
			1
Home Prive Beleid Gebruikersovereenkomst. Neem o © 2014 - Holmwood's Cinline Learning	ontact op		TAAL NEDERLANDS

Notes:

You can change your language at the bottom right of the screen.

Holmwood's websites require secure modern browsers. If you have problems with displaying the website or things not working, please check your browser here:

<u>https://learning.holmwoods.eu/About/Device</u> We recommend using Chrome, Firefox or Internet Explorer 11 or newer.

Welcome screen

After logging you will see the welcome screen when logging in for the first time. Choose your native language shown on the pop-up window. It is important to for you and students to choose your native language and not English because the premium learning content uses this for the vocabulary translation function. Some exercises will not function correctly if you set your native language to English.



After making the language choice you will see your homepage.

Holmwood's	🕢 Home 🙆 Teach 😰 Results 🔘 Mailbox 🚷 Manage
	Welcome back, Jack Teacher Smith Select a course below to access resources and keep track of your students.
Jack Teacher Smith	Your courses Pick a course to browse student exercises, find lesson plans or interesting extra materials.
Your school	English Premium
💼 gischoolijeholmwoods.eu	See what your students are up to Use the shortcuts below to see your students' results or manage dasses and user accounts.
	Results Management
	User Activity
	0.4 0.2 0 c17/39 c17/39 c17/31 00/01 00/02 00/04 00/04

Browsing the teacher and student materials

As a teacher it is possible to see materials exclusively for the teacher and the student exercises.

English Premium

English Premium has a range of materials specifically for teacher and class use. Each unit contains downloadable materials such as a teacher guide and worksheets. Teacher guides contain flashcards that can be copied onto colored cards and laminated if desired. Units may also contain vocabulary lists and occasionally other materials.

The teacher also has access to smartboard exercises. These may be exercises that are also available to students and they may also be exercises that are exclusively available to teachers.

To view the teaching and learning materials go to "English Premium" and "Browse content".

	English P This your course ov and manage studer	remium erview page. From here you ca t progress.	access course content, extra i	materials, class and user results,	
Jack Teacher Smith Jack Teacher Smith Jack Teacher Smith	Browse content	Results	Course settings		
Your school	Goals You haven't created	any goals yet.	Scheduled ex	ams i 🗊 🕀	
alla 2HA	Classes These classes curre individual user prog	ntly have access to the course a ress.	nd have been assigned to you.	Select a class to see results or	
	Class 2HA	Location Den Haag	Students 4	Open	
				1	

In the next screen you select the preferred Level. You may choose from the Pre-A1 levels Discoverers, Explorers and Pioneers.

Holmwood's	G Home	🙆 Teach	C Results	O Mailbox	🚱 Manage	
Jack Teacher Smith Maccuunt Mag off Your school Mag achool@Hobinwoods.mu Mag 2014	English Premium Pick a level to get started. Discoverers Explorers Units	Pioneers	•			
	*					

When you click on "Explorers" and select "Unit 1" you will see the following screen.

Holmwood's	🚯 Home 🥝 Teach 🕲 Results 🔘 Mailbox 🚱 Manage
Lack Teacher Smith ■ Account 1 Logott Your school 1 Statestiftedimwoods.eu 1 Statestiftedimwoods.eu 1 Statestiftedimwoods.eu 1 Statestiftedimwoods.eu	Unit 1 Fight Premium + Ephrers: Define To the maccess smartbaard exercises and resources to do in a class setting. To us anabio access the unit and browse the exercises that your subdents need to do. Fight Define Smartboard resources Define Smartboard resources Define Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Smartboard resources Define Defin

From this screen you can view smartboard exercises, student exercises and all the downloadable materials.

Student Exercises

Teachers are free to navigate through the course as they wish, but students are guided by the program.



English Essentials

Teachers can browse all exercises in the Essentials area. Depending on the settings, students may only be able to see exercises on their level except grammar exercises, which are all available regardless of the level.

.

To access the exercises go to "Teach" on the top menu and then click on "Browse content"

Holmwoods		🚫 Home 🥝 Te	ach 🙆 Results	🕐 Mailbox 🛞 Manage	
Test Tes account Log or	Cher Browse content	Sentials view page. From here you can ac progress. Results	cess course content, extra m Course settings	aterials, class and user results. Content control	
Your school	Goals You haven't created a	any goals yet.		● €	
English Premi English Premi Premium 2, Es	ish Premium. Classes im 1, English sentials These classes curren individual user progr	tly have access to the course and ess.	have been assigned to you. S	elect a class to see results or	
	Class	Location	Students		
	Essentials	Amersfoort	3	Open →	
	•				
	T				

From the screen below it is possible to access all listening reading and grammar exercises. From the dropdown menu you can filter the exercises by level or show all levels.

Holmwood's	5 4			🤷 English Essentials 🔒 P	ablo dé Alvarez
	Listening Rebecca Moyes video Rebecca Moyes vi	Niveau: Epiores	Zoeken: Farm Interview 1 Mc Hange die Generatig 2	Coten - Cotesea and Nick: Helping with homework	
	Refercar's Family Description of contents of the Content of the Description of the Content of th	Chiles & Nick - Flat The The The The The The The The The The The	Plants in the Desert - Animation Desert - Animation	Adventure Land Epikode 1 Ingenezie calegory	-
			25 LULLARD	N. N.	
	Listening	; Reading	Grammar		0

Virtual classes

As a teacher, you can only manage classes that are assigned to your teacher account. In English Premium, it is possible to divide classes up into different groups, based on student level or performance. To do this, go to "Teach" and choose "English Premium". On this page, you see a list of classes that are assigned to you. Click "New virtual class" to create a virtual class.

atility lighting				
Demo Teacher	English Premium This is your course overview page. Fro results, and manage student progress	m here you can access course co	ontent, extra materials, cla	ss and user
Account				
- Log off	Browse content Results	Course set	ttings	
Your school	Goals	(a) € Schedu	uled exams	
📥 Holmwood House	You haven't created any goals yet.	You haven't	t scheduled any exams.	
English Premium 1. Essentials	Classes	S	Search for student by name	e-mail
	These classes currently have access to individual user progress.	the course and have been assign	ned to you. Select a class i	o see results or
	Class	Students		
	English Premium 1	21		Open -+
	Virtual classes			
	Level 1	3	Edit Delete	Open
	(+) Create a new virtual class			

Name the virtual class, select the students you want to place in the virtual class by searching their names, and click "Submit". The virtual classes appear under "Virtual classes" in your class list and can be managed in the same way as regular classes.

	Create a new virtual class You can create a virtual class to better group your s colleagues or students.	tudents. These classes are only visible to you, not to	ar
2	Class name	Level 1	
a	Course	English Premium 🔻	
	Students	Search	
		 Klaas Jansen Jan de Jong Piet de Vries 	
	Cancel	Submit	
use	You haven't created any goals yet.	You haven't scheduled any exams.	

Results

Results are shown in different ways. Premium results concentrate on how students are progressing through the course and Essentials results focus on the grades obtained and the number of grades obtained for the different skills. To access the results for a course, click on the top menu item "Teach", go to "Results" and click the relevant course.



Color coding

Throughout the learning environment, a color coding is used to represent students' scores.

Scores including and above 75%: green Scores between 55% and 75%: orange Scores below 55%: red

Premium Results

In the overview each teacher sees their own classes. Click on "Open" to see the class results.



Premium Progress Report

The initial view is a general progress report. This shows the level of the student, the unit, and the percentage of the unit that has been completed.

For more detailed information click on the student's name. The traffic light indicator shows how well the student is doing.

	Results - Engli	sh Premium 1			
	Results = English Premium = 6	inglish Premium 1			
Tost Toochor	Review the results of your stu views.	idents in the class. Use the menu o	n the left to navig	ate between the di	erent results
Test Teacher					
Account	Progress report				
e cap on	See where your students are	in the course and how well they're	doing. Click a stu	dent's name to see	ndividual
	i surve				
Your school	Move classes or students to a	specific point in the course \rightarrow			
Holmwood House	Name +	Level	Unit	Progress	0
English Premium 1, English	Mathilda Banfield	Explorers (Pre-A1)	Unit 2	0%	0
Premium 2. Essentials	Minhe Bouman	Explorers (Pre-A1)	Unit 4	55 %	•
has been a second and the	Iris Bouman	Explorers (Pre-A1)	Unit 2	30%	•
Results	Pauline van Brink	Explorers (Pre-A1)	Unit 2	0%	0
Progress repart.	Student CHE	Explorers (Pre-A1)	Unit 1	0.%	0
Test results	Zsóň Dovak	Breakthrough (A1)	Unit 1	50 %	•
Exercise results	Wim van Giokel	Explorers (Pre-A1)	Unit 2	0.%	0

This screen provides more detail on the student's progress. Click on a skill in the scorecard to get a detailed overview of the student's results for that skill.

	Anne Roo Progress	os de Kol	rte					
Test Teacher	Here's where you'r Disco	e at in the course. werers	Your current level	and plore	unit are blue.	Pion	eers	
Account Log off	Unit 1 Unit 2 Move the students	Unit 3 Unit 4	Unit 5 Unit 6 U	Jnit 7	7 Unit 8 Unit	9 Unit 10 Unit 1	Unit 12 Un	it 13
Your school	Scorecard							0
Holmwood House	Listening	77 %	Reading		76 %	Vocabulary	86 %	
Premium 2, Essentials	O Speaking	-	Grammar		45 %	Writing	75 %	
	Recent acti	vity						
	Listening - 2014-07	-01 09:16 h		+	Grammar - 2014	06-26 18:48 h		
	Finished exercise a score of 71.4	Finished exercise Plants in the Desert Video TF with a score of 71.4		ľ	Finished exercise Creosote Bush with a score of 75.0			
	Vocabulary - 20144	06-18 18:05 h			Reading - 2014-0	6-18 18:03 h		
	Finished exercise Desert 2 MC with	Rebecca's Diary a score of 76,9	Plants in the	1	Finished exerci Water MC 1 wit	se Rebecca's Notes th a score of 60.0	- Tricks to get	
	Listening - 2014-05	i-04 13:51 h		4	Reading - 2014-0	5-27 08:19 h		
	Finished exercise	Plants in the Des	ert Video Match	-	Finished exerci	se Rebecca's Notes	- Desert Plan	ts

You can also use the search function in the "Teach" menu to get access to a student's results immediately.

Premium Test Results

By selecting "Test results" in the green menu on the left it is now possible to access the level tests' and the unit tests results. In the dropdown menu in the grey area marked as "Level", it is possible to choose which results are viewed. The default view with nothing selected will show the level results as shown below.

Results a F	Its - English Pre	mium 1					
Review the Views.	e results of your students in the c	lass. Use the ment	a on the left to navi	gate between the	different	results	
Account Level							
E- Log off Select		V					
Your school Test re	osults						
Holmwood House This overv	iew shows the end-of-level result	s of your students.	Select a level abov	e to view unit tes	t results.		
Chinese & English Premium, English Premium 1, English Premium 2, Essentials				(Discoverers)	(Explorers)	(Pioneers)	
Results Name				Pre-A1	Pre-A1	Pre-A1	
Progress report Mike Ke	rssles				100		
Test results Anne Ro	ios de Korte				96		
Exercise results Fam de	Korte				72		
Willem	Krijgsman				37		
ilse Loo	jen				55		
Vanessa	Medina				81		
Roel Me	esterburrie				27		
Student	Mozaiek						

By selecting a level from the dropdown menu it is possible to see the results of the unit tests within the level selected.

	Depute English Dramium 1
	Results - English Premium 1 Results - English Premium - English Premium 1
	Review the results of your students in the class. Use the menu on the left to navigate between the different results views.
Test Teacher	2005
e Account	Level
🕒 Log off	Explorers
	Units
Your school	🗹 Unit 1 🗹 Unit 2 🗹 Unit 3 🗹 Unit 4 🗹 Unit 5 🗌 Unit 6 🗌 Unit 7
👍 Holmwood House	Unit 8 Unit 9 Unit 10 Unit 11 Unit 12 Unit 13
📇 Chinese & English Premium.	[DESELECT ALL]
English Premium 1, English Premium 2, Essentials	
	Test results
Results	Test results The overview shows the end of unit test results of your students. Use the filters above to choose what units you want to see.
Results Progress report	Test results The overview shows the end of unit test results of your students. Use the filters above to choose what units you want to see. Desident the level to view end-of-level test results.
Results Progress report Test results	Test results The overview shows the end of-unit test results of your students. Use the filters above to choose what units you want to see. Deselect the level to view end-of-level test results.
Results Progress report Test results Exercise results	Test results The overview shows the end of-unit test results of your students. Use the filters above to choose what units you want to see. Deselect the level to view end-of-level test results.
Results Progress report Test results Exercise results	Test results The overview shows the end of unit test results of your students. Use the filters above to choose what units you want to see. Deselect the level to view end-of-level test results. Name 10/2 10/2 10/2 10/2
Results Progress report Test results Exercise results	Test results The overview shows the od of unit test results of your students. Use the filters above to choose what units you want to see. Deselect the level to view ed-of-level test results. Test result Test result Test result Name Test result Test result Test result Mathida Banfield 66 Image: Test result Test result
Results Progress report Test results Exercise results	Test results Test results of your students. Use the filters above to choose what units you want to ase. Deselect the level to view ed-of-level test results. Name 1 1 1 1 Mathido Banfield 66 64 66 64 William Banfield 76 68 63 81
Results Progress report Test results Derrose results	Name Fig
Results Progress report Test results Exercise results	Figure 1 Figure 2 Figure 2

By selecting "Exercise results" in the green menu on the left it is possible to access all the results of the individual exercises. Using the dropdown menu it is possible to filter which results are viewed. The default view with nothing selected will show all results.



By clicking on an exercise, teachers can see which answers a student chose.

Holmwood	1 <u>5</u> 	🔘 Home 🙆 Teach 😢 Results 🔘	Mailbox 🚱 Manage	
	Student Anne Roos de Korie Exercise Picture Writing Test	Date and time April 17, 2014 19:31 Score 75:0	Close	
	Question	Answer	Score ^	
Τe	The ocean is blue.	The water is blue.	1.00	
ED Acco	Rebecca is playing at the beach.	Rebecca is playing.	1.00	
E- log	Rebecca is in the water.	ANGHER GARDE Rebecca lives in America her with family. CORRECT ANSWER: False	0.00	
Yours televise	There are umbrelias on the beach.	Rebeccu's brother is four years od. Previous I Knst	L.00 core 33 75	

Essentials Results

The first screen for the Essentials results shows the class and user results (Also shown in the green left hand menu). To gain access to the results click on "open".

	English Es Results + English Esse These classes current individual user progr	Sentials Initials by have access to the course and ess.	have been assigned to you.	Select a class to see results or	
Test Teacher	Class Essentials	Location Amersfoort	Students 3	Open	
Your school					
Results Class and user results Advanced search and export Exercise results					
Exercise results					

From this screen (below) there is a simple overview of the passes and fails within a class and also a column showing the amount of unique exercises. This is useful if students are allowed to do the same exercise multiple times. To check this setting go to: "<u>Retry policy</u>". The same screen also includes a filter option and an export facility which allows results to be exported to an Excel document. This last option is the "Advanced search and export" function that can also be accessed from the left green menu.

Test Teacher	Use results from:		2013/09/01	2014/08/26	
Log off	What score per exercise sh	hould be used?	Hghest		~
	Module:		Listening		~
	Advanced search and expe	ort →	Submil →		
💼 Holmwood House					
Chinese & English Premium, English Premium 1, English Premium 2, Essentials	Student	Level	Passed	Failed	Unique
	English Essentials		0	0	0
	Marrie Holmwood	Explorers	2	0	2
	Essentials Tester	Explorers	0	0	0

You can also use the search function in the "Teach" menu to get access to a student's results immediately.

Course settings (admins & teachers)

The Course settings can be adjusted from the admin and the teacher account. The admin can change the settings for any class within the school whereas teachers can only change the settings for their own classes.

The admin and teacher screens have some differences.

Admin

A constraint of the constra					
This charts shows the number of active users from your school over the last few days. Carchool@holmwo Total Account Account Account Account Account Account Account Account Account Account Ac	Welcom	ne back, qschool@hol	lmwoods.eu		
cschool@holmwo TULL SUBERTS TULCHES MARKES Admit Image: Account	This chart shows	s the number of active users from your scho 0 0 0	ol over the last few days.	0	
Image: Account Image: Subscriptions Subscriptions Suggest 4:14 - October 4:114 English Stemiliais August 4:14 - October 4:114 Subscriptions Subscriptions Subscriptions Subscriptions Subscriptions Subscriptions Drage: Subscriptions Subscriptions Drage: Subscriptions Personnel Subscriptions Subscriptions Personnel Subscriptions	qschool@holmwo	STUDENTS TEACHERS	MANAGERS	ADMINS	
Image: Log off Your school Your school Image: Log off Image: Log off Image: Log off Subscriptions English Reminim August 4.114 - October 4.118 Image: Log off Subscriptions English Seemilab August 4.114 - October 4.118 Image: Log off Subscriptions English Seemilab August 4.114 - October 4.118 Image: Log off Subscriptions English Seemilab August 4.114 - October 4.118 Image: Log off Subscriptions English Seemilab Personnel Subscriptions Personnel Subscriptions	Account 1			- /	
Your school # Image of the school behaltmixed scut Manage Subscriptions English Fremium August 4, "14 - October 4, "14 Manage Subscriptions English Stremium August 4, "14 - October 4, "14 Manage Subscriptions English Stremium August 4, "14 - October 4, "14 Classes Subscriptions English Stremium August 4, "14 - October 4, "14 Classes English Stremium August 4, 2014 - October 4, 2014 A (100 Users) Personnel Subscriptions	Log off				
	Your school				
Subscriptions Subscriptions English Premium August 4, 14 - October 4, 114 English Strendials August 4, 14 - October 4, 114 English Strendials Classes Subscriptions Enclose status Subscriptions Enclose status Presonned Subscriptions	eschool@holmwoods.eu	100 mar 44	-	24.04	
Subscriptions Subscriptions English Premium August 4, 14 - October 4, 114 Do you need to change something? Below are your currently active subscriptions. Subscriptions Do you need to change something? Below are your currently active subscriptions. Subscriptions August 4, 14 - October 4, 114 Do you need to change something? Students Classes Below are your currently active subscriptions. Personnel Subscriptions August 4, 2014 - October 4, 2014 4, 2010 Users			··· ··· ··· ··· ··· ··· ··· ··· ··· ··	0.00000	
English Premium August 4, 14 - October 4, 114 Students August 4, 114 - October 4, 114 Students Classes Persoenet Subscriptions	Subscriptions Manage	5	Subscriptions		
Englich Essentials August 4, 114 - October 4, 114 Students Classes Personnet Subscriptions	English Premium August 4, 114 - October 4, 114	change something? B	ielow are your currently active subs	criptions.	
August 4, 14- betsber 4, 194 Students ENCLISH ESENTIBLS August 4, 2014 October 4, 2014 Personnel Subscriptions	English Essentials	A 4	ugust 4, 2014 - October 4, 2014 1/ 100 Users		
Personnet Subscriptions	August 4, 14 - Untober 4, 34 Students	Classes A	NGLISH ESSENTIALS lugust 4, 2014 - October 4, 2014		
Personnel Subscriptons		8	/ 100 Users		
Personnet Subscriptions					
	Personnel	Subscriptions			
			1963		

Teacher

Holmwoods	🚫 Home 🖉 Teach 🕲 Results 🔿 Mailbox 🚱 Manage
Α	Welcome back, Jack Teacher Smith Select a course briow to accress resources and keep track of your students.
Jack Teacher Smith Account C+ Logoft	Your courses Pick a course to browse student exercises, find lesson plans or interesting extra materials.
Your school A aschooletholmwoods.eu A 2944	
	Use the shortcuts below to see your students' results or manage classes and user accounts.
	Mesuits Management User Activity This chart shows the number of active users from your classes over the last few days.
	82 0 E7729 E7729 E7721 E8121 E8122 E8122 E8124

To change course settings go to "Teach" on the top menu. If the teacher or admin has two or more subscriptions they will first see this screen. They should then choose the course for which they wish to change settings.

Teach - Holmwood's Online Learning - Mozilla Firefo Teach - Holmwood's Online Learning - Mozilla Firefo	Holmwooas extine cerning	🕼 Home 🥝 Teach 🕲 Results 🕐 Mailbox 🚱 Manage 🗾 – G
	gschool@holmwo account L Log off Vour school wastering school@holmwoods.eu Subscriptions English Premium Augurt 4.114 - October 4.114 English Tessiman Augurt 4.114 - October 4.114	Welcome back,, gschool@holmwoods.eu Tram this page you can access teacher-specific tools. Click on "Classes" to see what your students are up to and how they're progressing. Four courses Pate a course to browse student exercises, find lesson plans or interesting extra materials. Four paterials Four paterials

If a teacher or admin only has one subscription they will go directly to this screen. Here they can click on "Course settings".

 Holmwood's		O Home	📀 Teach 🙆 Re	suits 🔘 Mailbo	ox 🚱 Manage		
Jack Teacher Smith	English P This your course is and manage stude	Premium werview page. From here int progress.	you can access course conten Course setter	t, extra materiais, class	and user results.		
Your school	Goals You haven't create	id any goals yet.	(a) Schedule You haven't sch	ed exams reduled any exams.	⊜€		
ALL ZHA	Classes						
	These classes curr individual user pro	ently have access to the o ogress.	course and have been assigne	d to you. Select a class	to see results or		
	Class	Location	Students				
	2HA	Den Haag	4	Open			
				þ			Ť; T
				0		1007	•

Premium Course settings

For Essentials course settings click here.

Teachers and admins can adjust both class and student levels. The class level is the default start level for new students in a class. As soon as a student actually starts working, the student account will no longer respond to class level changes. You can find more information on how to change the class level <u>here</u>.

From the setting page ensure that Premium is selected (step 1)

Holmwoods			O Home	🙆 Teach	O Mailbox	🚱 Mar	age 🞯 Help	
	Settings	5						
	Here you can se	t the defau	It values for your cou	rse per class.				
Test Teacher	If you want to m	tove one or	more of your studer	its to another level,	you need to click	the link below	6.	
Account	Change student	s' current le	evel -+					
E- Log off	Customize the lo	earning env	vironment for your st	udents by changing	some of the set	tings below. Yo	u can influence	
Vausssheet	store an appects more.	ig a course.	then change the set	ings for that course	e: then choose wi	hich locations	or dasses you	
Four school	want these sett	ngs to appr	y to, and click the 'Sa	ve' button to finish.				
A Holmwood House	Select a cou	rse						
and Class Z, English Premium 1	Course			English Premi	um			
	2 Available se	ettings						
	Use Level Asses	sment Test					0	
	Exam pass perc	entage		70			0	
	Speaking exerci	ses are mar	ndatory	8				
	3 Select class	es						
	🗉 Class	LAT	Default level	Exam pass	Score	Norm	Speaking	
	English	1	14/A	-65	Default		×	
	Premium	×	Pioneers	70	Default		~	
	-							

With step 2 you can choose if you allow students to use the "Level Assessment Test" (LAT).

Level Assessment Test (LAT)

This is in an intake test which determines at which level a student should begin. It is only useful if the teacher is going to allow the student to work independently. If the teacher wants to keep the student on a particular level and in a particular unit, then the LAT should not be ticked.

Exam pass percentage

Set the pass level for students. Holmwood's recommends between 60% and 70% for Premium.

With Step 3 you select the classes for which you wish to apply these settings to.

Finally you click "Submit" and the page refreshes allowing you to change settings for other classes or courses as necessary.

Speaking exercises are mandatory

For the speaking exercises, a working microphone is needed. If no microphones are available, you can allow students to skip the speaking exercises. The exercises will still be available, but students don't need to complete them. If the speaking exercises are optional, their color changes from blue to purple in the learning environment.

Change students' current level

In order to change the current level of one or more individual students, click "Change students' current level".

Holmwoods	🚫 Home 🥝 Teach 🕝 Results 🔘 Mailbox 🚱 Manage
Test Teacher Test Teacher Account Logott Your school	Settings Here you can set the default values for your course per class. If you want to move one or move of your students to another level, you need to dick the link below. Charge students' current level == Customize the learning environment for your students by charging some of the settings below. You can influence several aspects of the course, e.g. the level your students will start on, auromatic level adjustment, pass mark, and more. Start by choosing a course, then change the settings for that course: then choose which locations or classes you want these settings to apply to and click the Save thaton to finish.
Holmwoot's Test School	Select a course Course English Premium
Subscriptions English Premium August 27, "14 - August 27, "15 English Essentials Indi 27, 114 - Extended 27, "18	Available settings Use Level Assessment Text Exam pass percentage 70
	Select classes Class LAT Default level Exam pass Groep 8 V N/A 65 H2 V N/A 65

Select the students whose level you want to change, choose the level you want and click "Submit".

Holmwoo	<u>ds</u>) Home 🙆 Teach 🕲 Results 🔘 Mai	ibox 🧑 Manage
Te Marka Yours Wars Wars	Change position in course English Premium Stited Stited one or more classes' Group 8 H2 Choose a level Decompress (Pre-A1) Choose a level Decompress (Pre-A1) Choose a level	Select one or more students* Kees Jansen Eva anek Jane er Jansen Piet Vaser Piet Kassen Piet Vaser Piet e Vins Piet e Vins Choose the unit Und 1	ntow Nou can influence ent, pass mark, and ms or classes you
Subsc English # Augent 2 Bijdy 22. 1	Proness (Pre-A1) emilum "Sidelyour CTR, CXE, or SHIT keys select more than or emilum Sidelyour CTR, CXE, or SHIT keys select more than or Casica Casica Casica Casica K2 K2 K	Une 5 Une 6 Une 7 Une 9 Une 9 Une 9 Vine 9 Submit Befault level Ikam pass N/A 55 N/A 55	

Essentials course Settings

To reach this page first read <u>Course Settings.</u>

Teachers and admins can adjust both class and student levels. The class level is the default start level for new students in a class. As soon as a student actually starts working, the student account will no longer respond to class level changes. You can find more information on how to change the class level <u>here</u>.

From the setting page ensure that Essentials is selected (step 1)

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Step 2

Use Level Assessment Test (LAT)

This is in an intake test which determines at which level a student should begin. It is only useful if the teacher is going to allow the student to work independently. If the teacher wants to keep the student on a particular level, then the LAT should not be ticked.

If the LAT is not ticked two extra fields will become visible. These are the default start levels for new students. You can choose listening and reading independently

Limit exercise pool to users' level

If this function is disabled, students are free to do exercises from all levels. For younger students and schools we recommend keeping this option ticked.

Use Automatic Level Adjustment (ALA)

Students will automatically move between levels depending on their grades. If a student gets four consecutive marks of 8 and above, they will go up a level. If they get four consecutive marks of 4 and below, they will go down a level.

Minimum level (only applicable in combination with ALA)

You can set the lowest level that a student may reach. This is useful when the ALA is active. It will prevent students from going to the lowest level if they deliberately score low grades.

Default Level (Listening) (if LAT is not active)

This is the start level for new students in a class. If the student is an existing user they may have a personal level. The personal level overrules the class level.

Default Level (Reading) (if LAT is not active)

This is the start level for new students in a class. If the student is an existing user they may have a personal level. The personal level overrules the class level.

Exercise pass grade

The grade that is considered to be a pass grade. Holmwood's recommends between 55% and 70%

Retry policy

There are three options available after a student completes an exercise.

- 1. Students cannot retry any exercise after it has been completed regardless of the grade obtained.
- 2. Students can retry exercises that have a fail grade as determined by the "Exercise pass mark".
- 3. Students can retry all exercises regardless of the grade obtained.

Step 3

Select the classes for which you wish to apply these settings to.

Finally you click "Submit" and the page refreshes allowing you to change settings for other classes or courses as necessary.

Change students' current level

In order to change the current level of one or more individual students, click "Change students' current level".

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Select the students whose level you want to change, choose the level you want and click "Submit".

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Exams, tests, goals, rewards

At the end of each unit there is a test. Students must do all the exercises in a unit before they can do a test. If a student fails a test once, they can retake the parts that they failed. They will generally be presented with an alternative version of the test. If a student fails the test a second time they will be moved back to the beginning of the unit and will need to complete all the exercises again before they can retake the test. Unit tests should take less than 15 minutes. Level exams can take up to 60 minutes.

Scheduling exams and tests (Premium Only)

You can schedule tests and exams so that students do them at a time of your choosing. Holmwood's recommends that teachers do tests and exams in a controlled environment when possible. If you do not schedule a test or an exam, they will be open to students to do when they please.

The exam scheduling settings can be found by navigating to "Teach" in the top menu and then if you have more than one course select the premium course for which you wish to set an exam. Click on the "+" next to "Scheduled exams" to create a new scheduled exam. Click on the list icon to see the list of scheduled exams.

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You can select either a unit test or a level exam. Select the date and time which you wish for the exam to become available. You have the option to select a second date and time for a re-sit to become available. This is useful if students failed the first exam. Re-sits are normally different from the first exam.

Goals

Goals can be used to stimulate students to complete a required number and type of exercises. The goals feature is available in Premium and Essentials but with some differences.

Goals can be found by navigating to "Teach" in the top menu and then if you have more than one course select the course for which you wish to set a goal. Click on the "+" next to "Goals" to create a new goal. Click on the list icon to see the list of created goals.

Teachers can create goals for the classes that are assigned to them. School admins can create goals for all classes, but we recommend to let the teachers create goals themselves for maximal effectivity.

Premium Goals

In English Premium, you can choose from two types of goals.

- **Point in course:** This type of goal lets you set a part of a certain unit that students need to complete. This type of goal can be used for classes in which all students work on the same level and in the same unit.
- **Number of exercises:** This type of goal lets you set a fixed number of exercises that students need to complete. This type of goals can be used in classes in which each student works on their own level and pace.

Inform students: By ticking this box students will be informed by both mail and on their Holmwood's profile.

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Essentials Goals

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In English Essentials, you can set a number of exercises to be completed with a pass grade. The pass grade will either be the system default or the grade that you as a teacher or school admin have set in the <u>settings area</u>.

Modules: Select the modules for which you wish to create a goal. Tip: It is best to only select one module per goal. If you wish students to do more than one skill, it is better to create individual goals for each skill.

Inform students: By ticking this box students will be informed by both mail and on their Holmwood's profile.

Rewards

When a student does an exercise they are awarded x amount of points, regardless of the score.

Gold Medal

Students receive this medal for exceptional performance. In order to get this medal, students will need to do 25 consecutive exercises with a grade of 8 or higher.

Learners Award

This is an award for students making a good effort. They will receive this award when they have got 10 scores of 60 and above.

Listening Pro

This award is for students who are good at listening. They need to obtain 10 consecutive grades of 8 and above for listening exercises.

Reading Pro

This award is for students who are good at reading. They need to obtain 10 consecutive grades of 8 and above for reading exercises.

Vocab Pro

(Premium only) This award is for students who are good at learning vocabulary. They need to obtain 10 consecutive grades of 8 and above for vocabulary exercises.

To get access to the rewards of a class, go to "Results", open up the class and click "Rewards" in the green menu on the left. You can limit the date range for which you want to see the rewards by using the "Use rewards from" option.

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To see the rewards of individual students, click "Open" in the class reward list. You will get a detailed overview of the students' points and medals.

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Content control (Essentials only)

As a teacher, you might want to block access to certain content for your students. You can do this by going to "Content control" in the "Teach" menu. To block exercises for all classes, just tick the exercises you wish to block and click "Disable selected exercises for all classes". If you want to

block an exercise for one or more individual classes, click "Configure" and select the classes for which you want to block the exercise.

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Messaging

From the top menu you can access the mailbox. From here it is possible for teachers to send messages to, and receive messages from students in their classes. It is possible to send a mail to a complete class or select a single or multiple students.

Before Starting the Premium Course

Students at an educational institution

Normally a teacher or school admin would place the student on a level. However it is also possible for students to take the assessment test and be automatically placed on a level in the course that is applicable for them. Allowing students to take the assessment test implies that the teacher is prepared to allow students to progress through the course at their own pace.

Working through levels

The course consists of levels and units. There are 10 levels. Each level contains between 10 and 15 units. A unit consists of between 30 and 60 exercises. The time to complete a unit varies considerably, but an indication would be between 2 hours and 6 hours. Factors such as student ability and speed should be taken into account.

Students will start the course at the beginning of a unit. The student will be presented with 3 exercises. They should choose one of them. Once an exercise has been completed, another exercise will become available, so that there are always three exercises from which a student can choose.

Holmwood's recommends that students work in the order in which the exercises are presented. This aspect of the course is important. There is a clear buildup of information within the course. Vocabulary is generally taught before students are exposed to texts and audio content with new words and phrases.



In the table below you can see how Holmwood's levels compare to the major international levels.

Note: February 2016. The levels B2 and upwards are not yet available.

Levels and school years

With Holmwood's it is not necessary to align school years with levels. Traditionally schools assigned levels to a school year or grade, but this was only because there was no other easy alternative. In reality students of one class are not all on the same level.

As a school you are free to spread one level across any period of time, whether that be 18 months or just 4 months – It is your choice.

For Example: If you start in Year 5 with Discoverers and you want to be finished with Pioneers in Year 8, you can spread one level across two school years. However if you want to achieve the same result, but start in year 6, then each year the students would need do one complete level.

Year 5	Year 6	Year 7	Year 8
Discoverers t/m 8	Explorers t/m 7	Pioneers t/m 4	Pioneers t/m 10

Year 6	Year 7	Year 8
Discoverers	Explorers	Pioneers

Holmwood's allows schools to be flexible. These are just examples and it is possible to choose other scenarios. For advice on this or any other matter please contact us.

Exercises Types: Compulsory, Remedial and Advanced

There are three groups of exercises. There is the main core of material which is compulsory for all students. These exercises must be completed before a student is permitted to take a test.

For students who score low grades extra exercises of a simpler nature will be added to the course to ensure that they receive more practice. These exercises will only become visible to students who score low grades and will not be generally available, also not to teachers (unless they also score low grades!)

For students who work quickly and score good grades there are optional extra exercises that are generally more challenging. These can be accessed on demand from the left side of the menu bar in the learning area.

Individual learning and lessons

When the course is part of a taught course, it is important that the student is ahead of the taught lessons. Worksheets that are provided for taught classes are generally based on the assumption that students will have done the relevant exercises prior to the taught class. This is related to the principle of input before output. You should generally think of input as being the passive skills and output as the active ones. The input comes first from the content and exercises online. In class there is opportunity for output which is based on what the student has previously learned from the online exercises.

Differentiated Learning

Differentiation is of particular importance in primary education. A typical class will contain children of all abilities. English Premium is ideally suited for this situation and offers ample scope to differentiate by ensuring that the student is the center of the learning process.

Take these three cases.

1. A student is given a high degree of freedom to work through English Premium at school and at home. As a teacher you set a minimum goal that the student(s) must attain. If the student wishes to go further, there is no restriction. Tests are open and the student can take them when he or she is ready.

In the classroom you teach up to the minimum goal. Of course you can take into account the differences in level within the class and adapt the lessons as necessary.

- 2. You create two or three groups within the class, each group at a specific level for English. For each group you make an individual plan and set of deadlines. Providing there are sufficient devices for students to work on English Premium, you can give instruction to one group while the other groups work independently online.
- 3. You choose for minimal differentiation and keep the class together. You allow the quicker students to use the extra advanced material which is available in every unit while the slower students catch up.

The tests and exams are set to be open at times determined by yourself so that all students will do the tests together. Only after the tests are completed can students progress to the next level.

It is of course possible to combine these suggestions or to organize other possibilities. The choice is yours to make.

Teacher Material

In each unit there is a downloadable teacher guide, a set of worksheets, flashcards and vocabulary list. Together with the online course, this forms a complete course that can be taught at school or other educational establishment. Teacher material can be downloaded and printed and laminated as required.

Results

Students and teachers can see the results and progress. Holmwood's advises teachers not to concentrate overly on individual results, but rather be guided by the general trend.

General and didactical information about the courses

There are two main types of course. The Premium courses and Essentials courses. Both types of course can be used by educational establishments, businesses and individuals. Courses purchased by educational establishments and businesses come with an advanced student, teacher and class management system that can also be connected to external student management databases. All courses are online.

Premium Courses

Premium courses are complete guided courses that can be used with or without a teacher. Premium courses come complete with downloadable lesson material for educational establishments and businesses.

Essentials Courses

Essentials courses are training courses that focus on improving reading, listening and grammatical skills.

Introducing English Premium

Language: US English, with elements of other varieties of English.

The course is based on a story. At the lowest levels it is about a young girl called Rebecca who lives with her Dutch parents in America. As the story develops other characters are brought in to appeal to a wide range of interests and ages.

The course is based on the communicative principle of language learning. Students learn English by being exposed to it and working with it. Grammar is generally learned implicitly although grammar lessons may be followed as an option at lower levels. "Essential" grammar is compulsory at higher levels, but this is a minor part of the course.

Skills

Holmwood's Premium teaches students the following:

- Reading
- Writing
- Spelling
- Listening
- Speaking and Pronunciation
- Vocabulary

There are well over 30 different exercise types. Some are well known such as multiple choice, gap, true/false etc. Some skills are best trained with a limited about of exercises types while others can be trained using a wide variety of exercises. Below the different skills are listed with a description of training method if this is unique to Holmwood's.

Reading is provided with various kinds of text. In the lower levels these are mainly in the form or diary type entries and simple informative texts.

Writing is practiced by:

Word order exercises. Words are dragged in the correct order to form sentences.

Short open questions. Short answers are written which Holmwood's Premium will check against a list of possible answers.

Letter or text writing. Students are given clear assignments to write letters or texts. The letters or texts are then typed into the web browser. On completion the submitted letters or texts will be checked firstly by the program and then by a person. The checked letters or texts will then be made visible to the student and teacher (where relevant) with accompanying comments.

Spelling is practiced with a specific spelling training exercise.

Listening is practiced by doing exercises with:

- Videos
- Video animations
- Audio
- Audio and text combined

Speaking and pronunciation

Speaking and pronunciation are trained together in one application. Students listen to a native speaker and then try to copy them as best they can. The student's imitation is recorded so they can compare what they say, to the native speaker's voice. Once the student is satisfied they can move to the next word or sentence. The last recording made by the student is saved so that both teacher and student can review it at a later time.

Vocabulary is trained within an intelligent trainer that learns which words students struggle with and which ones they learn quickly or perhaps already know. Periodically even the easier words are recycled to ensure that nothing is forgotten. The vocab trainer consists of learning and testing exercises which are placed strategically throughout the course.

Vocabulary is trained and tested using written words both in a context sentence and on their own. Students must also listen to the words and sentences being spoken. Finally each context sentence is illustrated with an image. Using these three forms of input helps students to remember words more easily.

Integration

Holmwood's Premium is highly integrated. Each unit has been created to ensure that students retain the information that is learned. A typical problem with learning is that without constant reviewing we forget the majority of what we have learned. This is known as "the forgetting curve" (Memory: A Contribution to Experimental Psychology Hermann Ebbinghaus (1885)).

Holmwood's Premium is created to reduce the effect of forgetting by constantly recycling vocabulary and grammar structures in various ways so that repetition does not become boring. Exercises are kept short and varied. There are over 30 different types of exercise. Vocabulary and grammar that is learned is introduced into speaking and writing exercises so that passive knowledge becomes active knowledge and skill.

Gamification

Points awards and medals are awarded to students for good effort and grades. Not only will the points and medals stimulate students to perform well, but as a teacher you can increase the value by creating class or inter-class competitions with your own rewards.

Introducing English Essentials

English Essentials provides students with a wide variety of training videos, texts and grammar lessons. The didactical concept is to expose students to authentic English and to check their understanding by comprehension exercises.

The materials are spread across nine levels. These stretch from Pre A1 to C2.

More information?

Any questions or comments, please contact us!

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